

REPORTS INVENTORY						CONTROL NO.					
PREPARE IN DUPLICATE						DDS/OL/R&S - 1					
1. TITLE OF REPORT (If a fill-in report include Form No.) Annual Records Holding						2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING				
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		<input checked="" type="checkbox"/>	ADMIN. GENERAL OTHER (specify)					
	LOGISTICS		SECURITY								
	MEDICAL		FINANCE								
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual			6. DISTRIBUTION (No. of components not number of copies) 1						
7. FORMAT (memorandum, form computer print-out, etc) Form		8. ADP PROCESSING <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>			YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT GSA/NARS/Federal Property Management Reg. 101		
YES	IF YES GIVE ADP PROCESSING NO.										
<input checked="" type="checkbox"/> NO											
10. PREPARING COMPONENT (include lowest level contributing information to report) OL/EO/R&SB				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 12 unnumbered Forms							
12. COST FACTORS											
A. MANUAL PREPARATION AND REVIEW COSTS											
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR				
GS-11	\$6.87		56	=	\$384.72		1 = \$384.72				
B. COSTS OF COMPUTER PRODUCED REPORTS											
TOTAL COSTS PER YEAR											
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Federal Records Act of 1950, Title 5 DD/S - Records Management											
14. FUTURE GOALS											
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS					
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) as long as required by law <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS	DOLLARS STAT				
16. DATE OF INVENTORY 8 Oct 70		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Chief, Records and Services Branch					18. EXTENSION				